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Beansheaf Community Pre-School
Linear Park, Charrington Road
Calcot
Reading
Berkshire
RG31 7AW

Our Reference 507892

Dear Mr Gary Stuart Angel

Outcome of monitoring visit for provision judged as inadequate

An Ofsted inspector, Julie Whitelaw, carried out a monitoring visit of your provision on 04/10/2013. This visit follows on from your inspection where the provision was judged to be inadequate.

Outcome of the visit

As a result of our inspection on 05/09/2013, we sent you a welfare requirements notice.

The welfare requirement notice asked you to comply with the following actions:

implement a system to ensure notification is made to Ofsted of any change to the individuals who are partners in, or a director, secretary or other officer or members of the governing body and that notification is made in advance or at the most within 14 days of the change occurring (Changes that must be notified to Ofsted)

ensure all staff have regard for the Government's statutory guidance 'Working Together to Safeguard Children,' in order that any concerns about children's safety or welfare are notified to agencies with statutory responsibilities without delay (Child protection)

ensure that people looking after children are suitable to fulfil the requirements of their roles, with specific regard to the manager (Suitable people)

We also issued a notice of actions to improve that asked you to:

train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues (Safeguarding)

implement a policy and procedures to safeguard children that covers the use of

mobile phones and cameras in the setting (Safeguarding)

implement an effective key person system that ensures that every child's care is tailored to meet their individual needs; offers a settled relationship for the child and builds a relationship with their parents or carers (Key person)

obtain and share information regularly with parents, carers, professionals and other settings to promote an effective two-way flow of information that informs planning and supports effective teaching (Information and records)

implement a policy and procedures to promote equality of opportunity for children, which includes how the individual needs of all children, including those children with special educational needs and/or disabilities, will be included, valued and supported (Equal opportunities)

ensure there are appropriate arrangements in place for the supervision of staff who have contact with children and families, which includes opportunities for staff to discuss any issues - particularly concerning children's development or well-being; identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness (Staff qualifications, training, support and skills)

ensure that staff know that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (Staff qualifications, training, support and skills)

implement the behaviour management policy and procedures (Managing behaviour)

ensure those who are responsible for preparing and handling food are competent to do so (Food and drink)

record the following information for each child: information about any other person who has parental responsibility for the child (Information about the child)

ensure there is an agreed procedure for checking the identity of visitors, this refers to checking the identity of parents of new children attending the setting (Premises)

keep a record of written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint (Complaints)

improve staff's knowledge of the learning and development requirements in order to consider the individual needs, interests, and stage of development of each child and use this information to identify their next steps and plan a challenging and enjoyable

experience for each child in all of the areas of learning and development (Learning and development)

On 4 October 2013 we carried out an unannounced monitoring visit to check that you had met the actions detailed in the welfare requirement notice and the notice to improve. Having considered all the evidence, the inspector is of the opinion that at this time the progress made is inadequate overall.

Having considered all the evidence, the inspector is of the opinion that at this time the setting is making inadequate improvement overall.

To comply with the requirements of the EYFS the registered person must take the following action by the specified date:

- ensure staffing arrangements meet the needs of all children and ensure their safety. Children must usually be within sight and hearing for staff and always within sight or hearing 22/10/2013
- ensure that an enhanced criminal records disclosure is obtained in respect of every person aged 16 and over who works on the premises on which child care is provided 22/10/2013
- ensure all staff have regard for the Government's statutory guidance 'Working Together to Safeguard Children,' in order that any concerns about children's safety or welfare are notified to agencies with statutory responsibilities without delay 22/10/2013
- ensure that people looking after children are suitable to fulfil the requirements of their roles, with specific regard to the management of the setting 22/10/2013
- implement an effective key person system that ensures that every child's care is tailored to meet their individual needs; offers a settled relationship for the child and builds a relationship with their parents or carers 22/10/2013
- obtain and share information regularly with parents, carers, professionals and other settings to promote an effective two-way flow of information that informs planning and supports effective teaching 22/10/2013
- implement a policy and procedures to promote equality of opportunity for children, which includes how the individual needs of all children, including those children with special educational needs and/or disabilities, will be included, valued and supported 22/10/2013
- ensure there are appropriate arrangements in place for the supervision of staff who have contact with children and families, which includes opportunities for staff to discuss any issues - particularly concerning children's development or well-being; identify solutions to address issues as they 22/10/2013

- arise; and receive coaching to improve their personal effectiveness
- record the following information for each child: information about any other person who has parental responsibility for the child 22/10/2013
 - keep a record of written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint 22/10/2013
 - improve staff's knowledge of the learning and development requirements in order to consider the individual needs, interests, and stage of development of each child and use this information to identify their next steps and plan a challenging and enjoyable experience for each child in all of the areas of learning and development 22/10/2013
 - keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register) 22/10/2013
 - ensure that the childcare is accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met 22/10/2013
 - keep a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email 22/10/2013
 - keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect 22/10/2013
 - ensure that the childcare is accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met 22/10/2013
 - keep a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email. 22/10/2013

Overall effectiveness of the improvement and outcomes for children

At the monitoring visit on 4 October 2013 the deputy was acting as the manager in the manager's absence. There was no action plan on site detailing how the actions had been met and the impact on children. The deputy reported that the manager had taken the action plan home. Ofsted have been informed of the people who form the committee. This ensures that checks in relation to their suitability can be carried out to safeguard children. Although all staff have recently completed safeguarding training and safeguarding policies have been reviewed, management do not have a secure understanding of child protection issues and the procedures that should be

followed if there are concerns about a child in their care or if an allegation was made against a member of staff. This means that appropriate action may not be taken to safeguard children.

The manager is working with the local authority support advisor to identify further training to support her and the team. However, as this has not yet been implemented and management's lack of knowledge regarding safeguarding issues has not improved since the inspection.

A mobile phone and digital photography policy has been introduced. Parents are asked not to use their phone in the setting. Staff place their phones in an open box on the table in the main hall. It would be possible for a member of staff to remove their phone without being noticed. Management fail to understand that this system is not sufficiently robust to ensure children are protected.

Staff are now aware of the need to assign a key worker to each child prior to starting at the setting and parents are offered three settling in sessions. Some information is shared with parents through Emails, newsletters, sharing of termly reports and daily verbal feedback. However, relevant information in relation to several children, who started at the beginning of September, has not been obtained from parents. Therefore the system is not yet effective to ensure children's needs are met.

The equal opportunities policy has been reviewed and updated, including a separate policy for children with special education needs (SEN). Staff work with other professionals to support children with SEN. However this had not been effectively implemented as no recent evidence was seen of how staff support children with SEN to move onto their next steps, consequently progress is limited.

Staff meetings and monthly one to one meetings with the manager are held but are not documented. This means that the systems that are in place are not effective in ensuring that any issues raised or individual training needs are addressed. Management are seeking support from the local authority support worker to improve the appraisal process. Staff are now aware of the need to inform management of anything that may affect their suitability to work with children, including convictions.

A new behaviour management policy has been introduced. Children generally behave well and staff use appropriate strategies such as, explaining to children why their behaviour is unacceptable and using praise to reinforce positive behaviour.

Parents have been informed that food will no longer be heated up in the setting and are given information about foods that are healthy and foods that can be suitably stored in a packed lunch. Further food hygiene training is planned to take place in October 2013.

New registration forms have been introduced which ask who has parental responsibility for the child. However, records have not been updated to ensure it is in place for every child who attends the setting. This could compromise a child's safety if staff hand them over to someone who does not have parental responsibility.

Staff ensure children's safety as they check the identity of visitors and new parents who they do not recognise. A password system is used if another person is collecting a child with prior agreement of the parent. However, during the visit it was observed that some of the children go to the toilet unsupervised. Staff stated that this was to promote children's independence. If staff are in the hall children going to the toilet are not within sight or hearing of staff. In addition to this, once a month other people come into the setting to use the kitchen during the time the pre-school is in operation. They go into the corridor that children use to access the toilet. This means that children may be at risk of harm.

A notice to improve will be issued asking you to:

ensure staffing arrangements meet the needs of all children and ensure their safety. Children must usually be within sight and hearing for staff and always within sight or hearing (Staff: child ratios)

ensure that an enhanced criminal records disclosure is obtained in respect of every person aged 16 and over who works on the premises on which child care is provided (Suitable people)

The complaints procedure has been reviewed. However, two complaints that were discussed at the inspection have not been recorded. This means the setting is not effectively working in partnership with parents or reviewing practice to ensure that children's needs and the requirements are being met.

The pre-school environment lacks inspiration and staff do not take opportunities to challenge and extend children's learning. New systems are being introduced to assist staff to observe, assess and plan for children's learning. The local authority support worker will be delivering further training to improve staff's knowledge in this area. However, this has not yet been implemented, which means that observations, assessment and planning is not effective in ensuring children make good progress in their learning.

A further monitoring visit will take place to check that the action plan is implemented to ensure the welfare requirements are met and that the improvements made are maintained.

Next steps

Having considered all the evidence the inspector is of the opinion that at this time:

- The setting has made inadequate progress in addressing the points for improvement and this visit has raised serious concerns about aspects of welfare and/or learning and development. The next visit will be a further monitoring visit.

If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Susan Gregory HMI
National Director, Inspection Delivery

For the attention of: Compliance, Investigation and Enforcement Team.

Reply slip

Name and Address of setting:

Beansheaf Community Pre-School
 Linear Park, Charrington Road
 Calcot
 Reading
 Berkshire
 RG31 7AW

ACTIONS

Please complete the box below to show what you have done in order to meet the action required:

Action Required	Action Taken	Date Completed
ensure staffing arrangements meet the needs of all children and ensure their safety. Children must usually be within sight and hearing for staff and always within sight or hearing		
ensure that an enhanced criminal records disclosure is obtained in respect of every person aged 16 and over who works on the premises on which child care is provided		
ensure all staff have regard for the Government's statutory guidance 'Working		

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<p>Together to Safeguard Children,' in order that any concerns about children's safety or welfare are notified to agencies with statutory responsibilities without delay</p>		
<p>ensure that people looking after children are suitable to fulfil the requirements of their roles, with specific regard to the management of the setting</p>		
<p>implement an effective key person system that ensures that every child's care is tailored to meet their individual needs; offers a settled relationship for the child and builds a relationship with their parents or carers</p>		
<p>obtain and share information regularly with parents, carers, professionals and other settings to promote an effective two-way flow of information that informs planning and supports effective teaching</p>		
<p>implement a policy and procedures to promote equality of opportunity for children, which includes how the individual needs of all children, including those children with special educational needs and/or disabilities, will be included, valued and</p>		

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supported		
ensure there are appropriate arrangements in place for the supervision of staff who have contact with children and families, which includes opportunities for staff to discuss any issues - particularly concerning children's development or well-being; identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness		
record the following information for each child: information about any other person who has parental responsibility for the child		
keep a record of written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint		
improve staff's knowledge of the learning and development requirements in order to consider the individual needs, interests, and stage of development of each child and use this information to identify their next steps and plan a challenging and enjoyable		

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experience for each child in all of the areas of learning and development		
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)		
ensure that the childcare is accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met		
keep a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email		
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect		
ensure that the childcare is accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to		

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their childcare, are met		
keep a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email.		

Name: _____

Signature: _____

Date: _____

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